

**Bob Holden**  
Governor



**Jacquelyn D. White**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
<http://www.oe.mo.gov/acct>

**Jack Dothage**  
Interim Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** July 19, 2004  
**RE:** Interagency Billing Corrections

Interagency Billing corrections associated with overpayments must be processed following the check cancellation procedures. Requests received from an agency asking for OA/Accounting to approve a Non-Sufficient Funds (NF) document to re-open a receivable and asking for the approval of a CR to post it to another receivable will be denied. The billed agency must complete a Check Cancellation (CX) form to request the cancel of a payment voucher and the billing agency must complete a Non-Sufficient Funds (NF) to back off the Interagency Cash Receipt (CRP) if the CRP was accepted or submit a request to delete the CRP if it was not accepted. Please ensure the CX and associated NF or CRP deletion request is submitted to OA/Accounting as a packet.

The reason for this change is for reconciliation purposes. When a NF and CR are processed rather than a CX, NF, or deletion of the CRP, the PV document referenced on the CRP does not correspond to the invoice number of the RE.

If you have questions in regard to this notification, please contact an Agency Customer Service Coordinator (ACSC) within your agency. If an ACSC needs assistance, the ACSC will contact the OA/Accounting ACSC desk.